

CSC Adopted: October 2001 CSC Revised: _____**Class Title: Police Program Policy Specialist****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Develops new policies and procedures and strategic plans for long and short term organizational goals. Makes presentations, writes reports, and provides technical assistance as needed.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Develops new policies and strategic plans by reviewing current departmental policy, making note of needed revisions, discrepancies, and inefficiencies, conducting research, and determining specific policy and procedural needs.
2	L	Prepares reports and multimedia presentations by generating graphs, charts, diagrams and visual aids and presenting materials.
3	L	Provides technical assistance by training staff, troubleshooting hardware and software, and performing light maintenance on equipment.

CSC Adopted: October 2001 CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent and comprehensive knowledge of criminal justice strategic issues..
Experience	Two years in Administrative Management.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read technical data, various reports, and correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and statistics.
Writing	Work requires the ability to write various reports, correspondence, and procedural documents.
Managerial	Managerial responsibilities include conducting needs analyses and planning and developing strategies.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and sales representatives.

CSC Adopted: **October 2001** CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Presentations, office equipment
Sitting	F	Computer, desk work, meetings, driving
Walking	O	Inter-office, to/from meetings
Lifting	O	Books, equipment, laptop, projector
Carrying	O	Books, equipment, laptop, projector
Pushing/Pulling	O	Desk drawers, chair, office equipment
Reaching	O	Books, equipment
Handling	O	Books, equipment, laptop, projector
Fine Dexterity	F	Computer keyboard, telephone keypad, writing
Kneeling	R	Installing equipment
Crouching	R	Installing equipment
Crawling	R	Installing equipment
Bending	O	Installing equipment
Twisting	O	Installing equipment
Climbing	O	Stairs
Balancing	O	Stairs
Vision	C	Computer, desk work, reading, driving
Hearing	C	Staff, supervisor, telephone, meetings
Talking	F	Staff, supervisor, telephone, meetings
Foot Controls	R	Driving
Other (specify)	N	

CSC Adopted: **October 2001** CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Telephone, fax machine, shredder, copy machine, computer, Arcview, Standard Microsoft Windows and Office software, laser or inkjet printer, projector

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Dirt and Dust	D
Chemical Hazards	M	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	W
Fire Hazards	N	Fumes and Odors	M
Explosives	N	Wetness/Humidity	M
Communicable Diseases	M	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	N
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)